



Computer Science Department
Bogor Agricultural University

Teknik Presentasi Menggunakan Ms Power Point

Program S1 Ilmu Komputer
Departemen Ilmu Komputer, FMIPA-IPB

Topik

- ▶ Do and don'ts
- ▶ Tips untuk presenter
- ▶ Teknik presentasi:
 - ▶ Master slide
 - ▶ Tabel
 - ▶ Chart
 - ▶ Flowchart
 - ▶ Timing
- ▶ Presenter view



Do

- ▶ Mulai dengan membuat outline
- ▶ Persiapkan bahan presentasi dengan matang
- ▶ Buatlah materi presentasi dengan point-point utama
- ▶ Terapkan desain bukan dekorasi
- ▶ Gunakan gambar untuk membantu audiens memahami apa yang Anda katakan
- ▶ Hindari penggunaan banyak warna
- ▶ Hindari pemilihan warna yang terlalu mencolok pada slide



Computer Science Department, Bogor Agricultural University

Do

- ▶ Pilih template dan design yang sesuai dengan topik presentasi
- ▶ Jangan remehkan latihan
- ▶ Kendalikan rasa takut
- ▶ Berpakaian rapi dan sopan
- ▶ Datang lebih awal ke ruang presentasi



Computer Science Department, Bogor Agricultural University

Do

- ▶ Siapkan semua peralatan yang diperlukan
- ▶ Sampaikan dengan antusias
- ▶ Bangun hubungan yang sehat dengan audiens
- ▶ Mulai dan akhiri dengan sopan
- ▶ Buat slide penutup
- ▶ Siapkan data pendukung



Computer Science Department, Bogor Agricultural University

Don't

- ▶ Jangan menampilkan informasi terlalu banyak dalam slide
- ▶ Jangan datang hanya membawa flashdisk
- ▶ Jangan berasumsi semua peralatan sudah terpasang dengan baik
- ▶ Membaca saat presentasi
- ▶ Tidak melakukan kontak mata
- ▶ Hanya berdiri di satu tempat



Computer Science Department, Bogor Agricultural University

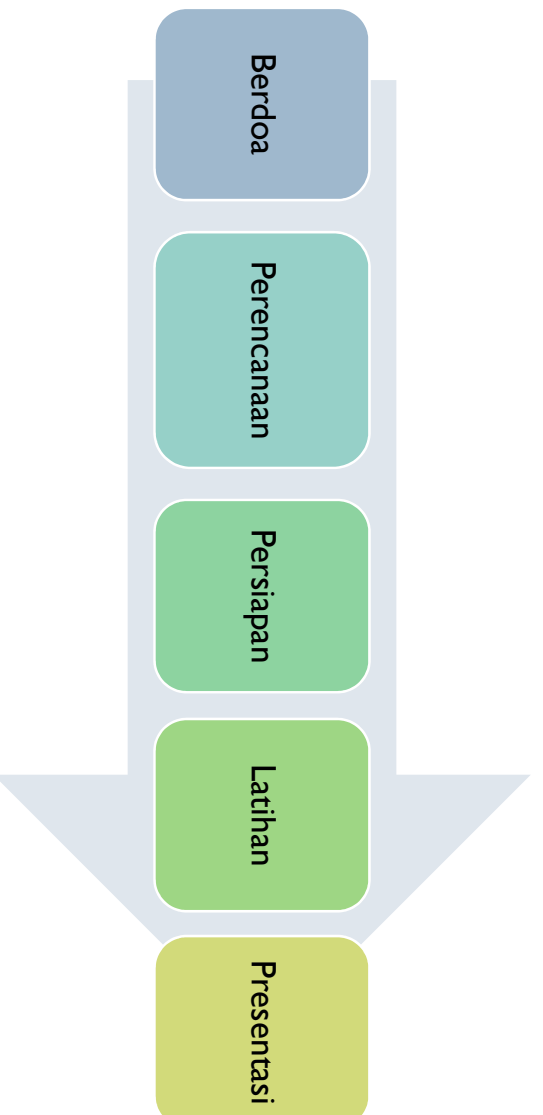
Don't

- ▶ Melakukan hal-hal tak penting (contoh memainkan jari atau pensil)
- ▶ Membaca makalah saat presentasi
- ▶ Membaca slide presentasi
- ▶ Mengulang isi slide
- ▶ Terlalu lama berbicara
- ▶ Jangan menggunakan teks atau objek lain yang bergerak
- ▶ Tidak bisa menghadapi sesi tanya jawab dengan baik



Computer Science Department, Bogor Agricultural University

Lima tahap penyiapan presentasi



Computer Science Department, Bogor Agricultural University

10 Font Tips for Presenters

- ▶ Tip #1 - Sharp contrast between fonts and background
 - ▶ Little contrast = Little readability
 - ▶ Sharp contrast : Easy to read
 - ▶ **Poor contrast : Hard to read**
- ▶ Tip #2 - Use standard fonts
 - ▶ Times New Roman
 - ▶ Garamond
 - ▶ Verdana
 - ▶ Tahoma

10 Font Tips for Presenters

- ▶ Tip #3 - Consistency makes for a better presentation
 - ▶ Stick to two, or at most, three fonts for the whole presentation
 - ▶ Avoids to change fonts in each slide individually, use slide master
- ▶ Tip #4 - Types of fonts
 - ▶ **Serif fonts** are the ones with little tails or “curly-ques” attached to each letter. For example: Times New Roman
 - ▶ **Sans serif fonts** are fonts that look more like “stick letters”. For example: Arial, Tahoma and Verdana

10 Font Tips for Presenters

- ▶ **Tip #5 - Don't use all capital letters**
 - ▶ All caps are perceived as **SHOUTING**, and the words are more difficult to read
- ▶ **Tip #6 - Use different fonts for headlines and bullet points**
 - ▶ This makes text slides a little bit more interesting.
 - ▶ **Bold** the text whenever possible so that it is easily readable at the back of the room.



10 Font Tips for Presenters

- ▶ **Tip #7 - Avoid script type fonts**
Script Type Fonts
 - ▶ These fonts are hard to read at the best of times
 - ▶ Especially in a darkened room, and at the back of the room
- ▶ **Tip #8 - Avoid using italics**
 - ▶ Avoid italics unless it is to make a point
 - ▶ They are often hard to read



10 Font Tips for Presenters

- ▶ Tip #9 - Make fonts large for readability
- ▶ Don't use anything smaller than an 18 point font
- ▶ Preferably a 24 point as the minimum size
- ▶ Tip #10 - Make use of the dim text feature
- ▶ Use the “dim text” feature for bullet points
- ▶ This places the emphasis on the current issue



Memilih Huruf Presentasi PowerPoint

- ▶ Gunakan jenis huruf San-serif dibanding Serif
- ▶ Perhatikan besar huruf
- ▶ Gunakan besar huruf yang berbeda untuk judul dan isi slide.
 - ▶ Tidak ada aturan baku sebenarnya untuk ini, tapi biasanya untuk judul digunakan ukuran 36, sedangkan isi menggunakan besar 24.
- ▶ Gunakan huruf miring sesuai keperluan
- ▶ Jangan terlalu banyak kombinasi huruf

AaBbCc (Sans-serif font)
AaBbCc (Serif font)





Computer Science Department
Bogor Agricultural University

Terima kasih

imas.sitanggang@fmipa.ipb.ac.id